

REQUIREMENTS SESSION TOPICS

During the requirements sessions, we will be covering a number of topics in each area. Below are the major areas, and the topics to be discussed in each.

HR/PERSONNEL ADMINISTRATION SESSION

- HR Administration General Requirements
- Affirmative Action
- Workforce Planning
- Employee Maintenance / HR Data Changes
- Skills Inventory
- Length of Service
- Performance Evaluation
- Collective Bargaining
- Contract Administration
- Grievance and Employee Complaints
- Disciplinary Actions
- Employee Suggestion Program
- Employee History
- Reporting and Query Requirements
- Employee Self Service (ESS)

TRAINING SESSION

- Training General Requirements
- Training Program and Course Development
- Training Needs Assessment
- Training Administration
- Training Costs and Receivables
- Query Requirements
- Reporting Requirements
- Employee Self Service (ESS)

TIME AND LABOR SESSION

- Timekeeping General Requirements
- Reporting and Query Requirements
- Labor Distribution

PAYROLL SESSION

- Payroll General Requirements
- Calculations
- Pay Processing
- Audit and Controls
- Reporting & Queries

- Employee Self Service (ESS)

STAFFING AND HIRING SESSION

- Staffing and Hiring General Requirements
- Recruiting
- Employee Self Service (ESS)
- Job Authorization Requests and Tracking
- Applicant Tracking
- Testing and Examinations
- Register and Eligibility List Management
- Reporting and Query Requirements

GENERAL SESSION

- General Requirements
- Security
- Database Management System
- Input Methods and Devices
- Processing
- Integration
- Interfaces
- Desktop Configuration
- User Interface
- Help Capability
- Workflow
- Query and Reporting
- Data Warehouse/Decision Support
- Security and Audit
- Error Handling Characteristics
- Documentation
- Applets and Plug-Ins
- Color
- Data Table
- Display
- Documentation
- Electronic Forms
- Field Labeling
- Flicker Rate
- Frames
- Icons
- JAWS (Job Access With Speech) Compatibility
- Window-eyes Compatibility
- Keyboard Access
- Multimedia Presentations
- Navigation Links
- Readability
- Scripts
- Sounds
- Text-Only Alternative
- Text Tags

- Time Delays
- Windows
- Employee Self Service (ESS)

BENEFITS ADMINISTRATION SESSION

- Benefits Administration General Requirements
- Benefit Plan Administration
- Benefit Plan Eligibility
- Benefit Plan Costs
- Vendor / Contract Administration:
- Reporting and Query Requirements
- Employee Self Service (ESS)

CLASSIFICATION AND COMPENSATION SESSION

- Class and Comp General Requirements
- Pay Rate Maintenance
- Classification Reviews / Audits
- Analysis Requirements
- Reporting Requirements
- Data Requirements

LEAVE ACCOUNTING AND ACCRUAL SESSION

- Employee Leave Accounting General Requirements
- Leave Calculations and Payments
- Leave Tracking
- Query and Reporting
- Employee Self Service (ESS)

POSITION CONTROL SESSION

- Position Control General Requirements
- Position Maintenance
- Position Management
- Budget Projections
- Query Requirements
- Reporting Requirements